PROFESSIONAL SKILLS & TECHNICAL TRAINING

2016 SCHEDULE

U.S. DEPARTMENT OF ENERGY | Office of Learning and Workforce Development

Date	Course Title	Course Location / Restrictions
April 24 – 28, 2016 8:30 am – 4:30pm	**Supervisory Essentials: Strategies for Success** CHRIS Code: 002072 / Session #0062	**Oak Ridge, TN** **DOE Training Center** Building 2714G/Rm: C1&C2 **(HC-Sponsored)[1]**
April 26, 2016 9:00 am – 4:00pm	**Intermediate MS Outlook (2013)** CHRIS Code: 002923 / Session #0001	**DOE Washington, DC** Forrestal Room# GE-016 **(HC-Sponsored)[1]**
April 29, 2016 8:30 am – 4:30pm	**Navigating the Federal Hiring Process** CHRIS Code: 002298 / Session #0036	**Oak Ridge, TN** **DOE Training Center** Building 2714G/Rm: C1&C2 **(HC-Sponsored)[1]**
May 4, 2016 8:30 am – 4:00pm	**Effective Briefing and Presentation** CHRIS Code: 001911 / Session #0010	**DOE Washington, DC** Forrestal Room# GH-043 **(HC-Sponsored)[1]**
May 5, 2016 8:30 am – 4:00pm	**Email Usage and Etiquette** CHRIS Code: 001582 / Session #0002	**DOE Washington, DC** Forrestal Room# GH-043 **(HC-Sponsored)[1]**
May 10 – 12, 2016 8:30 am – 4:00pm	**CSRS Retirement Workshop** CHRIS Code: 000033 / Session #0100	**DOE Washington, DC** Forrestal Room# GH-043 **(HC-Sponsored)[1]**
May 17 – 18, 2016 8:30 am – 4:00pm	**Mid-Career Planning Workshop** CHRIS Code: 000116 / Session #0055	**DOE Washington, DC** Forrestal Room# GH-043 **(HC-Sponsored)[1]**
May 24, 2016 9:00 am – 4:00pm	**Advanced MS Outlook (2013)** CHRIS Code: 002924 / Session #0001	**DOE Washington, DC** Forrestal Room# GE-016 **(HC-Sponsored)[1]**
June 7, 2016 9:00 am – 4:00pm	**Introduction to MS Excel (2013)** CHRIS Code: 002925 / Session #0001	**DOE Washington, DC** Forrestal Room# GE-016 **(HC-Sponsored)[1]**

June 14 – 16, 2016 8:30 am – 4:00pm	**FERS Retirement Workshop** CHRIS Code: 000038 / Session #0052	**DOE Washington, DC** Forrestal Room# GH-043 **(HC-Sponsored)**[1]
June 22 – 24, 2016 8:30 am – 4:00pm	**CSRS Retirement Workshop** CHRIS Code: 000033 / Session #0101	**DOE Washington, DC** Forrestal Room# 1E-245 **(HC-Sponsored)**[1]
June 28, 2016 9:00 am – 4:00pm	**Intermediate MS Excel (2013)** CHRIS Code: 002889 / Session #0003	**DOE Washington, DC** Forrestal Room# GE-016 **(HC-Sponsored)**[1]
July 12, 2016 8:30 am – 4:00pm	**Communication Matters** CHRIS Code: 002356 / Session #0004	**DOE Germantown, MD** Germantown Room# A-410 **(HC-Sponsored)**[1]
July 13, 2016 8:30 am – 4:00pm	**Business Grammar** CHRIS Code: 000714 / Session #0003	**DOE Germantown, MD** Germantown Room# A-410 **(HC-Sponsored)**[1]
July 14, 2016 8:30 am – 4:00pm	**Effective Business Writing** CHRIS Code: 000767 / Session #0015	**DOE Germantown, MD** Germantown Room# A-410 **(HC-Sponsored)**[1]
July 19 – 21, 2016 8:30 am – 4:00pm	**FERS Retirement Workshop** CHRIS Code: 000038 / Session #0053	**DOE Germantown, MD** Germantown Room# A-410 **(HC-Sponsored)**[1]
July 26 – 27, 2016 8:30 am – 4:00pm	**Mid-Career Planning Workshop** CHRIS Code: 000116 / Session #0056	**DOE Washington, DC** Forrestal Room# 6E-069 **(HC-Sponsored)**[1]
August 3 – 5, 2016 8:30 am – 4:00pm	**FERS Retirement Workshop** CHRIS Code: 000038 / Session #0054	**DOE Washington, DC** Forrestal Room# 1E-245 **(HC-Sponsored)**[1]
August 9 – 11, 2016 8:30 am – 4:00pm	**CSRS Retirement Workshop** CHRIS Code: 000033 / Session #0102	**DOE Germantown, MD** Germantown Room# A-410 **(HC-Sponsored)**[1]
August 16, 2016 9:00 am – 4:00pm	**Intro to MS PowerPoint (2013)** CHRIS Code: 002926 / Session #0001	**DOE Washington, DC** Forrestal Room# GE-016 **(HC-Sponsored)**[1]
August 23, 2016 9:00 am – 4:00pm	**Intermediate MS PowerPoint (2013)** CHRIS Code: 002927 / Session #0001	**DOE Washington, DC** Forrestal Room# GE-016 **(HC-Sponsored)**[1]
August 30, 2016 9:00 am – 4:00pm	**Microsoft Publisher (2013)** CHRIS Code: 002928 / Session #0001	**DOE Washington, DC** Forrestal Room# GE-016 **(HC-Sponsored)**[1]
September 13, 2016 8:30 am – 4:00pm	**Effective Briefing and presentation** CHRIS Code: 001911 / Session #0011	**DOE Germantown, MD** Germantown Room# A-410 **(HC-Sponsored)**[1]
September 14, 2016 8:30 am – 4:00pm	**Email Usage and Etiquette** CHRIS Code: 001582 / Session #0003	**DOE Germantown, MD** Germantown Room# A-410 **(HC-Sponsored)**[1]

September 15, 2016 8:30 am – 4:00pm	**Communication Matters** CHRIS Code: 002356 / Session #0005	**DOE Washington, DC** Forrestal Room# GH-043 **(HC-Sponsored)[1]**
September 20 – 22, 2016 8:30 am – 4:00pm	**FERS Retirement Workshop** CHRIS Code: 000038 / Session #0055	**DOE Germantown, MD** Germantown Room# A-410 **(HC-Sponsored)[1]**
October 4, 2016 9:00 am – 4:00pm	**Advanced MS Word (2013)** CHRIS Code: 002922 / Session #0001	**DOE Washington, DC** Forrestal Room# GE-016 **(HC-Sponsored)[1]**
October 26 – 27, 2016 8:30 am – 4:00pm	**Mid-Career Planning Workshop** CHRIS Code: 000116 / Session #0057	**DOE Germantown, MD** Germantown Room# A-410 **(HC-Sponsored)[1]**
November 3, 2016 8:30 am – 4:00pm	**Communication Matters** CHRIS Code: 002356 / Session #0006	**DOE Germantown, MD** Germantown Room# A-410 **(HC-Sponsored)[1]**

1. HC-Sponsored

REGISTRATION PROCEDURE: Please use CHRIS to request training enrollment in the above courses. The tuition is $200 per day, per student, per course. Headquarters participants will be billed directly through their organization's WCF. Field participants must include the tuition on the SF-182. Cancellations must be made two weeks prior to the course start date to avoid being charged. Substitutions may be made at any time prior to the start of the course. For additional information, **please contact your organization's POC or Professionalskills@hq.doe.gov**. You can find our schedule online at **http://www.energy.gov/hc/downloads/professional-skills-and-technical-training-schedule**.

NOTE: Courses listed are available for Federal employees only.